
Subject: Local Agency Created Forms

Effective Date: August 1, 2006

Revised from: October 1, 2005

Policy: If a Local Agency creates or revises a form to be used by the Local Agency in administering the WIC program, the form must be submitted to the State Agency for approval before implementation. This policy excludes nutrition education materials. (See NED 03.04.00 Nutrition Education – Evaluation of Nutrition Education Materials.)

Reference: CFR §246.3(b)

Procedure:

1. Send new or revised forms (other than nutrition education materials) to the State Agency for approval prior to implementation.
2. See Nutrition Education – Evaluation of Nutrition Education Materials for handling nutrition education materials developed or obtained from sources other than the State agency.